



2016 NEIGHBORHOOD PROJECT MATCHING GRANTS

PROJECT GRANTS OVER \$1,000.00

Information and Application

This information packet will assist you with developing and writing your grant application. If you have any questions after reading this material, please contact Norma McQuiller, Neighborhood Program Supervisor, nmcquiller@rentonwa.gov and 425.430.6595. We recommend that you schedule a pre-application appointment with staff to assist you in addressing any questions or concerns.

The deadline for filing the application is Friday, March 11, 2016, by 4:00 p.m.

Eligible Applicants

The Neighborhood Grant Program provides matching funds to:

- Organized neighborhood associations and Community Areas¹ (CA) that draw membership from a commonly recognized geographic neighborhood in the City of Renton and have been officially recognized as such by the City.
- Neighbors, civic groups, who have organized to provide a benefit to a neighborhood community and have been sponsored by an organized neighborhood community association to do so.

Eligible Projects and Activities

Projects suitable for this grant are those requesting funds over \$1,000.00. Should your project be under this amount, you may want to consider applying for the Neighborhood Mini-grant.

The goals of the Neighborhood Project Matching Grants are to promote networking between residents in order to bring neighbors together, promote positive communication between residents and City government, build the organizational capacity of recognized neighborhoods, and encourage physical improvements that encompass and benefit a larger area of a neighborhood or CA.

- **Community Enhancement:** Projects or activities that build or enhance a feature of the neighborhood, benefit the City of Renton, and are within the City's legal authority to approve. Does NOT include projects that would be funded by homeowner association dues or projects that can be undertaken and completed in a short period of time.

¹ Community Areas (CA) are groups of individual recognized neighborhoods that are within a geographic area. To determine which Community Area you may be in, please contact staff.

Examples include:

Landscaping traffic islands or portions of right-of-ways; public amenity (benches and public art); community gardens; identity signage; entrance or gateway landscaping; and banners that will improve the appearance and livability of the neighborhood.

- **Neighborhood Leadership and Community Building:** Projects/activities that build organizational capacity in neighborhood associations, create opportunities for networking, and improve and enhance the quality of life within the neighborhood. Projects that provide volunteer opportunities and encourage “neighbor helping neighbor” outcomes are desirable.

Examples include:

Sponsoring trainings such as, Community Emergency Response Team (CERT), “Map Your Neighborhood,” First Aid or CPR classes, neighborhood participation in IKEA Renton River Days Parade (i.e. supplies for a float, costumes), holiday events, outdoor health and recreation activities (walking, biking, running), emergency preparedness fairs, meeting space and permits for activities or workshops (when applicable).

Food products, gas and/or alcohol are not eligible for funding.

NOTE: Security Cameras and locking mailboxes are not eligible for funding.

Matching Grants

Grant projects require a dollar-for-dollar neighborhood match for City funds awarded. For every dollar requested through the grant fund, one dollar of match must be provided by the applicant organization. For more information, see the Neighborhood Match section of this document.

How to Apply

Neighborhoods interested in participating in the Matching Grant program must complete and sign a Neighborhood Project Matching Grant Application. Applications may be:

- Mailed or delivered to the City of Renton, Neighborhood Program Supervisor, 1055 South Grady Way, Renton, WA 98057
- Faxed to 425-430-6603
- Emailed to nmcquiller@rentonwa.gov

Please include the following attachments:

- Meeting minutes reflecting Board approval of project
- Documentation of City of Renton Recognized Neighborhood status
- Documentation of non-profit, tax exempt status

Project Criteria

All projects must be within the City limits and benefit the City of Renton. Projects that require ongoing funding or staffing by the City will not be considered for funding. Projects must be

compatible with adopted City plans/policies and completed within six months of approval (unless otherwise arranged) and include a plan which outlines the steps and a timeline, with month and year, to complete the project. *Activities should be free and open to the public; meetings are to be open to all residents/businesses residing within the neighborhood. The grant program emphasizes self-help with project ideas initiated, planned, and implemented by the neighbors and business community members who will be impacted by the project.*

Project Evaluation

A team of City staff will review applications and make recommendations for approval. ***Each Volunteer Neighborhood Project Coordinator will be scheduled to give an oral presentation outlining the project plans to this Review Team.*** This team will be looking for the following in proposed projects/activities:

Scope – Quality – Creativity – Community Benefit – Readiness – Neighborhood Participation

- Well-defined scope, goals, and detailed steps (e.g. what is being done and by whom?).
- A set timeline (to be completed within the current calendar year or within an agreed upon timeframe).
- Identified leaders that have made a commitment.
- Creativity.
- Visibility and public benefit to the neighborhood.
- A show of need and support for the project.
- The ability to fulfill Matching Grant contribution.
- Direct involvement of neighborhood residents in all phases.
- Physical improvements that benefit a larger area of a community.
- Implementation, or a step in implementing, one or more recommendations of any adopted City Plans.
- Consistency with City Policies.
- Volunteers including people of varying ages, ethnicity, races, incomes, or other demographic characteristics who make up the neighborhood.
- Opportunities for residents to take on leadership roles, develop new skills, and cultivate new leaders.
- New partnerships with public/private entities or other neighborhood and community-based groups being strengthened or built.
- Low maintenance project and a realistic plan for maintaining it.

Bonus points may be given for:

- Projects that include volunteer labor from the neighborhood and will engage the neighborhood throughout the process;
- Projects that will benefit a large number of people will have higher priority than those affecting a smaller number. Community area projects are desirable;
- Grants that were not awarded to a neighborhood during the previous year;
- Attendance at a 2015-2016 Neighborhood Program sponsored workshop/event.

The staff review team will make recommendations to the City Council's Community Services Committee prior to being submitted for final approval by City Council. This process takes approximately 45 days from the application deadline.

Contact the Neighborhood Program Staff for scoring criteria.

Guidelines and Responsibilities

PROJECT COORDINATOR AND PROJECT MANAGEMENT

A *Project Coordinator* from your neighborhood must be identified to serve as the contact person with the City during the planning and construction of the project. Responsibilities of the Project Coordinator will include:

1. Acting as the primary contact for the project;
2. Submitting a letter of endorsement for the project from the neighborhood association representing the area in which the project will be done;
3. Communicating with residents;
4. Working with City staff to answer resident's questions and facilitate neighborhood meetings where necessary;
5. Coordinating the project;
6. Coordinating maintenance (a maintenance agreement between the neighborhood and the City may be required);
7. Recruiting volunteers;
8. Filling out and submitting all paperwork;
9. Being accountable for financial documentation of expenditures including requests for Purchase Orders and reimbursement for purchases (submitting invoices, etc.);

10. Attending the mandatory Grant Recipient Workshop.

DEVELOPING A BUDGET

Applicants need to attach a project budget in their application including all costs for the project. Researching costs early is critical to developing a budget. The following suggestions may help in developing a realistic budget:

- Compile a list of all materials and services needed to accomplish the project;
- Obtain cost estimates for each item from more than one reliable source. Cost estimates need to be accurate and realistic.

Until the project receives City Council approval, the City is not responsible for, nor will it pay for, any expenses or costs incurred by the applicant for the project.

NEIGHBORHOOD MATCH

Grant projects require a dollar-for-dollar neighborhood match for City funds awarded. For every dollar requested through the grant fund, one dollar of match must be provided by the applicant organization. If an additional match is submitted, it will not be worth more points in the evaluation process.

The “match” may be composed of many different things, including cash resources from the neighborhood group generated through fund-raising and pledges; volunteer labor; or in-kind donations in the form of materials and/or services. The best way to consider ideas for the match is to generate a list of all resources needed to complete the project and to identify those items that can be found in the neighborhood. Keep in mind that human resource expertise may be needed to develop a design or supervise construction.

Determining the Value of the Match

Use the following criteria when figuring the match:

1. Volunteer Labor – **equates to \$26.72 per hour** (list volunteer names and hours).
2. Donated professional services or skilled labor is valued at the “reasonable and customary rate.”
3. Donated material or supplies is valued at market cost.
4. Cash amount from neighborhood fundraising and pledges may count towards the match.
5. ***Monies paid out for hand tools, power tools, and food items are NOT eligible for grant funds and cannot be counted towards a match.***

Guidelines to use When Determining How to Provide the Neighborhood Match

- To qualify as a volunteer labor match hour, volunteers must be working on the approved grant project as described in the grant application. (Include a list of names of volunteers who have pledged to work on the project.)
- Up to \$150.00 of volunteer labor match hours may be expended on preparation of application. This includes all resident meetings, workshops, and meetings with City staff.
- The intent of the project is to encourage neighborhood and community involvement by all neighborhood residents, so **as many volunteer labor hours as possible should be expended on the grant project itself.**
- The neighborhood group on the application (not the Project Coordinator) will be responsible for providing the neighborhood’s match used to justify the cost portion of the project. Documentation of the commitments/pledges for the match is mandatory prior to start of the project. Receipts and volunteer hour documentation will be required before final funds will be released.

LIMITATIONS ON THE MATCH

Assistance from City staff or funds from elsewhere in City government cannot be counted as a match. Professional services must be either entirely donated or entirely paid for with grant funds. “Partial donations” (i.e. professional services delivered for a discount) or other arrangements are not acceptable. This is intended to ensure that persons hired to provide services or skilled labor are selected on the basis of their qualifications, experience, and fees, not on their willingness to donate services.

Food, alcohol, tools, and/or gasoline for volunteers may not be used as a match for the project.

CONTRACT

A contract between the neighborhood group and the City must be signed or the funds will be returned to the program. Until the contract is signed, the City has no responsibility to reimburse the organization for any expenses incurred before the agreement is in place. Additionally, for projects requiring maintenance, an agreement must be signed acknowledging the City will not assume any ongoing costs for maintenance unless specified otherwise.

PAYMENT TO PROVIDERS

Grant funds are public dollars and audit requirements must be met for all funds spent. The City of Renton Finance Department processes all grant accounts.

No funds will be disbursed until a contract has been executed.

Grant funds can be disbursed in the following manner:

1. Direct billing to the City of Renton from approved vendors.
2. Receipts may be reimbursed to the neighborhood organization/association for incidental expenses. No reimbursement will be made to an individual.
3. Upon request of the neighborhood organization/association, start-up funds of up to half of the grant dollars awarded may be made available. (Receipts documenting the expenditure of these dollars must be provided before the second half of the funds will be allocated.)

Checks will not be made out to individuals. It will be the responsibility of the individual to seek reimbursement from the neighborhood organization or association.

Any balance of funds or the cost of undocumented expenses must be returned to the City of Renton.

LIABILITY

Volunteers on a Neighborhood/City project work site may be covered by the City's workers compensation insurance for bodily injury only.

Neighborhood groups will be required to submit a list of the volunteer's names to their City contact indicating who and when they will be working on the project.

City liability coverage applies if a project is located in the City right-of-way. Otherwise, liability insurance will be the responsibility of the neighborhood group or property owner when the project is located on private property.

If the project site is located on private property, the property owner will be required to write a notarized letter granting permission for the neighborhood group to execute the project on the property and assumes all future responsibility.

FINAL PROJECT REPORT

Upon the completion of the project, neighborhood groups will be required to provide a Final Report to the City along with photographs and documents that were created and printed with the use of grant money.

The Final Report has two purposes:

1. The Final Report should document that all elements of the contract between the City and grant recipient have been fulfilled. The documentation should include proof that City funds were used responsibly and as intended. It should also include photographs taken before and after the project was completed.
2. The City will use the information included in the Final Report as a means to inform the City Council, the media, and interested citizens about the Grant Program. The Final Report should highlight the achievements made through the grant.

IMPORTANT NOTE: One copy of the Final Report shall be submitted to the City no later than thirty days after completion of the Project. Organizations that fail to submit a Final Report will be ineligible for future grants.

2016 NEIGHBORHOOD PROJECT MATCHING GRANT APPLICATION
NEIGHBORHOOD GRANT PROGRAM

For office use only

Date Received by the City: _____

INSTRUCTIONS

1. Read the attached Neighborhood Project Matching Grant Application packet thoroughly.
2. Choose a project(s) through group discussion with either the entire neighborhood or a subcommittee with oversight from the entire neighborhood. Involve as many neighbors as possible in the selection and planning of the project(s).
3. Designate a Project Coordinator who will be the contact person.
4. Complete the Grant Application and return it to: City of Renton, Department of Community Services, Neighborhood Program Coordinator, 1055 South Grady Way, Renton, WA, 98057 or email to neighborhoodprogram@rentonwa.gov
Please include the following attachments:
 - Meeting minutes reflecting Board approval of project.
 - Documentation of City of Renton Recognized Neighborhood status.
 - Documentation of non-profit, tax exempt status.
 - The application must contain a complete explanation of the project including a description of the actual work you want to do, the location of the project, timeline for completion, and demonstration of the neighborhood match.
5. **The deadline for filing the application is Friday, March 11, 2016, by 4:00 p.m.** Applications received after the deadline will not be considered for funding.
6. Official homeowners associations will be required to provide a copy of Association Bylaws and Declaration of Covenants, Conditions, Restrictions, and Easements for the purpose of funding authority.
7. Include with your application the following items for physical improvement projects:
 - a) A detailed drawing of the project;
 - b) A detailed site map locating the project site and where the project will be installed at the site;
 - c) Detailed directions to the location of the project site.
8. Upon approval of your project by City Council (approximately 45 days from the date the of the application deadline), you will receive notification with instructions on how to proceed.
9. If you would like to schedule a pre-application meeting or have any questions, please contact the Neighborhood Program at email to neighborhoodprogram@rentonwa.gov .

2016 NEIGHBORHOOD PROJECT MATCHING GRANT APPLICATION
NEIGHBORHOOD GRANT PROGRAM

Date: _____

After completing the application, please enter the following information:

Total Grant Amount Requested for Project \$ _____ (from page 11)

Total Neighborhood Match \$ _____ (from page 12)

Please complete the following questions:

Name of project: _____

Name of neighborhood group or association: _____

Neighborhood Project Coordinator's name: _____

Project Coordinator's Address (including zip code): _____

Project Coordinator's Telephone: Days _____ Evenings _____

Project Coordinator's Email Address: _____

Detailed project description:

Is the project site located in Renton City Limits? ☐ Yes ☐ No

(**NOTE:** In order for the project to meet the grant criteria, the project site must be located within Renton City Limits. Any site locations that do not fall within this perimeter will not be eligible for the grant.)

On City public right-of-way ☐

On private property ☐ (A letter from the property owner must be submitted with the application granting permission for the project to be constructed on their property)

- Other – Explain

Detailed directions to the location of the project site:

(Please provide a **detailed site map** locating the project site and where the project will be installed at the site).

What will this project accomplish in your neighborhood?

How will this project benefit the public?

PROJECT WORK PLAN

When will the project be completed (approximate date)? _____

*(Projects must be completed within a **six-month time frame** after receiving the grant.) Include a plan which outlines the steps and a timeline with month and year to complete the project.*

How will your neighborhood match be equal to, or greater, than the requested grant amount?
(What services, labor, materials, or money will your neighborhood group be contributing?)

Note: See the attached **Neighborhood Match Criteria** to determine dollar values and eligible components.

Example:

<u>Match item</u>	<u>Estimated Value</u>
Volunteer labor 60 hours x \$26.72/hour	\$1,603.20
Donated professional services 10 hours x \$15/hour	<u>150.00</u>
ESTIMATED TOTAL VALUE OF MATCH: \$1,753.20	

YOUR PROJECT:

<u>Match Item</u>	<u>Estimated Value</u>

ESTIMATED TOTAL OF MATCH: _____

(Enter the estimated total match in the space provided for the Total Neighborhood Match at the top of page 2 of the application. Remember this number must be equal to or greater than the total amount of the grant being requested.)

How do you plan to solicit and engage neighborhood volunteers to participate in the project?

Will your project require ongoing maintenance or repair? ☐ YES ☐ NO

If yes, how will it be provided?

Submitted by: _____

(Print name)

Signature of Project Coordinator

For Office Use Only

Date Council Approved: _____ Amount Approved _____

COMMENTS:

